

Date Received:

## Montana's Safe Routes to School Application

Mail completed applications to:

**Montana Safe Routes to School  
Coordinator  
c/o MDT Transportation Planning Division  
P.O. Box 201001  
Helena, Montana 59620-1001**

The Safe Route to School (SRTS) program is funded through an annual Federal-aid highway apportionment that includes expenditures for noninfrastructure (behavioral) and infrastructure (construction) projects. The SRTS program is administered through the Montana Department of Transportation (MDT) that has contracted through "Healthy Mothers, Healthy Babies" for coordination support through April 2007. The SRTS program is not a grant program, but a Federally funded reimbursement program, with 0% local match.

SRTS elements are often referred to as the 5 E's: engineering, evaluation, education, encouragement, and enforcement.

**Noninfrastructure (behavioral) projects** include such things as: community assessments, development of community action plans, tracking and performance monitoring, public awareness campaign, bicycle and pedestrian safety, health, and environment training, incentive programs, and enforcement efforts.

**Infrastructure projects** include such things as: crosswalks, sidewalks, pathways, bike racks and speed trailers. All infrastructure projects must be publicly accessible, within 2 miles of a K-8 school, and maintained by a local government.

**Eligible applicants** for SRTS infrastructure funding include: local governments and school districts and for noninfrastructure funding include: State, local and regional agencies, school districts, private schools and nonprofit organizations.

Applicants are encouraged to maximize SRTS projects by combining SRTS funding with Community Transportation Enhancement Program (CTEP) funding. Of twelve eligible project categories, CTEP's most frequent used category is bicycle and pedestrian facilities. The CTEP program is not a grant program, but a Federally-funded reimbursement program, with the local match being 13.42%. The MDT Consultant Design section oversees the Montana CTEP program. If your SRTS projects could be tied to a local CTEP project please work with your local government officials. For additional information on CTEP contact Mike Wherley at (406) 444-4221 or <http://www.mdt.mt.gov/business/ctep>

Montana's Safe Route to School (SRTS) Program will be an investment in changing perception and behavior in allowing children to choose a safer, healthier, and more attractive way to school.

For additional information call 1-877-935-SAFE (7233) or Visit [www.mdt.mt.gov/pubinvolve/saferoutes](http://www.mdt.mt.gov/pubinvolve/saferoutes)



September 2006

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## Montana Safe Routes to School Program Application 2006

### General Information

**1. Project Sponsor:** The sponsor is the entity applying for Safe Routes to School (SRTS) funds to be used to pay for all or part of the project, and must be the person with budget-setting authority (to ensure funds are committed). The named person is generally a Mayor, County Commissioner, Director, School Superintendent, etc. Local governments may (and are encouraged to) use their SRTS funds to supplement CTEP bicycle and pedestrian infrastructure projects within two miles of a school serving K – 8<sup>th</sup> grade. The address and telephone number should be that of the sponsoring agency office.

Sponsor: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**2. Project Manager:** The applicant name provided is the project manager/contact. MDT will coordinate with this person on project information and funding issues.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Fax: \_\_\_\_\_

Title or affiliation with school/school district or local government: \_\_\_\_\_

**3. Project Name:** The project name will be used to identify this project in all correspondence and internal processing within MDT. For infrastructure projects, this name may be modified slightly to fit the project name structure used by MDT. Please keep the project name brief. The name should reflect the school name and project scope/purpose.

**Project Name:** \_\_\_\_\_

Brief Project Description:

**4. Project Location:**

City: \_\_\_\_\_

County(ies): \_\_\_\_\_ School District: \_\_\_\_\_

School(s): \_\_\_\_\_ School District Superintendent: \_\_\_\_\_

Please provide the following information for each school affected by the project:

School Name	Age Range of Students (i.e.: K-5, 6-8, etc)	Student Population	Title I School Y/N

**If YOU ARE APPLYING FOR:**

**Non-Infrastructure (behavioral) project funding** -- Complete all white and yellow pages of the application. This includes: "General Information" and sections **A and C**

**Infrastructure project funding** – Complete all white and purple pages of the application. This includes: "General Information" and sections **B and C**.

**Incomplete applications will be returned to Project Manager.**

**Please label all attachments in the upper right hand corner.**

<p style="text-align: center;"><b>Section A</b> <b><u>Non-Infrastructure (Behavioral)</u></b> <b><u>Projects</u></b></p>
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Non-infrastructure related activities to encourage walking and bicycling to school include public awareness campaigns and outreach to press and community leaders; traffic and education and enforcement in the vicinity of schools; student sessions on bicycle and pedestrian safety, health, and environment; and training and development of Safe Routes to School (SRTS) programs. Projects should directly support increased safety. Non-infrastructure projects include, but are not limited to:

- Conducting a Safe Routes to School assessment – either at an individual school, school district, or community wide level.
- Public awareness campaigns including publications, brochures, promotional items, PSAs etc.
- Training – bicycle and pedestrian safety skills training, safe routes to school training, crossing guard training etc.
- Creating a safe routes to school program, a crossing guard program, or a walking school bus program
- Incentive programs that encourage and educate children and parents about safety and health benefits of walking and bicycling
- Increased enforcement efforts around schools – partnering with local law enforcement for increased enforcement, use of speed trailers, or traffic safety education for children and parents.

**I. Project Scope**

Clearly describe project scope including the goals and objectives of the project.  
Attach separate sheet of paper if necessary.

## **II. Requirements**

**Applicants must provide information on the following requirements to be eligible for SRTS non-infrastructure projects – Please provide a brief discussion or appropriate attachment to address the following:**

- 1. Applications must include a budget and a timeline.**
  - a. Please provide an overall project budget including the costs of individual elements of the proposed project such as: encouragement, educational, enforcement, and evaluation components of your proposed Safe Routes to School program/project (fill-out Non-Infrastructure budget at the bottom of Section A). Minimum project budget is \$1,500.
  - b. Include a proposed timeline for the project. SRTS Funds must be spent within 2 years of award. Project timeline must demonstrate how the grant money will be spent within two years of award. **(Attachment 1A)**
- 2. Application must include a map of school area and/or pictures of school or safety issues being addressed. (Attachment 2A)**
- 3. All traffic education and enforcement activities must take place within approximately two miles of a primary or middle school(s) serving kindergarten through 8<sup>th</sup> grade.**
  - a. If any education or enforcement activities will take place off school grounds, please identify on a map, the locations in relation to the school.
- 4. A participant must commit to submitting a before and after evaluation of the effort as well as progress reports at appropriate intervals of the project.**

Please provide in the project timeline **(Attachment 1A)** a proposed schedule for submitting your before and after evaluations as well as regular progress reports. Also describe how you intend to conduct this assessment and measure progress.
- 5. Project must address some or all of the 4 E's – education, encouragement, enforcement, and evaluation.**

Describe current activities specifically targeted towards education, encouragement, enforcement, and evaluation activities. What additional activities will this project provide?
- 6. Information on the specific school(s) targeted by the project needs to be submitted.**

Include on a map the geographic area from which the school derives students and its enrollment.
- 7. Please provide a list of partners on your SRTS project team. (Attachment 3A)**

Application must identify a project manager. Provide information about the roles assumed by the teachers, parents, students, health officials, law enforcement officers, and other local agencies or community groups. How are these people participating in SRTS activities
- 8. Describe the public involvement efforts for this project.** Public involvement is required for all Federal-aid highway program investments. Include specific effort taken to reach disabled or disadvantaged individuals and your target audience. Please provide evidence of the public participation process used. Attach supporting documentation such as notices of meetings, letters to parents, etc. Identify what special steps that are being taken to specifically reach disadvantaged population groups. **(Attachment 4A).**

9. **ADA Compliance - Is the project in compliance with the Americans with Disabilities Act (ADA) in that it accommodates those with disabilities and does not exclude them from its benefits? (Attachment 5A)**

10. **Include a letter of support from the school district. (Attachment 6A)**

11. **Applicants must be a state, local or regional agency including school districts and nonprofit organizations in Montana. Is the applying organization a:**

- ☐ State agency (Please specify)\_\_\_\_\_
- ☐ Local/regional agency (Please specify)\_\_\_\_\_
- ☐ Non-profit organization (501(c)3 organization) provide #\_\_\_\_\_
- ☐ School district/private school\_\_\_\_\_

### III. Project Information

**Please answer the following questions in the spaces provided (attach a separate sheet if necessary). Responses to the following will be used to evaluate the proposed project.**

1. What other support exists for the project including coordination and cooperation of the relevant school officials, community, parents, students, health agencies, PTA's, law enforcement and/or local government? List the project partners and their roles in the project.

2. How will project success/effectiveness be measured or evaluated?

3. Has an assessment been completed for the school or is the project identified in a community developed school assessment or plan? What safety issue does the project address from the assessment? If an assessment has not been done, how was the project identified? **Note:** If an assessment or some other planning tool has not been completed, applicants are encouraged to first request support for an assessment through the SRTS Program.



4. Does the project close a gap in education, enforcement, encouragement or evaluation related to walking and bicycle safety in the vicinity of a school? Does it enhance an existing program/project?

5. How is the community committed to **educate** and **enforce** safety for children walking or bicycling to school? What programs are in place? How does this project fit into that commitment?

6. How is the community committed to **encouraging** children to safely walk or bicycle to school? What programs are in place? How does this project fit into that commitment?

7. Does the project address a documented bicycle/pedestrian safety issue?

8. How many students are expected to be impacted by the project?

9. Is the project targeting an individual school, a school district, or a city or county? List schools.

10. Is this project addressing or enhancing a SRTS/ or CTEP infrastructure project? What project?

#### IV. Additional Project Information

**1. Describe how you plan to keep the Safe Routes to School Program active in your community.** How do you plan to keep future students and parents to the school(s) involved and active in the program? How will ongoing costs be accommodated in the future?

#### V. Non-Infrastructure Budget

**Show the total estimated project costs. If there is no cost in a particular account, indicate a zero amount. If unknown, indicate as “unknown”. Minimum project size is \$1,500.**

Project Phase	Total Project Cost	SRTS Funds	Additional Funds (please explain and identify funding source)
Promotion/Advertising	\$	\$	\$
Printing (flyers, letters, etc.)	\$	\$	\$
Equipment	\$	\$	\$
Educational Materials/ Supplies	\$	\$	\$
Evaluation materials	\$	\$	\$
Enforcement Activities	\$	\$	\$
Trainings	\$	\$	\$
Contract Service (please explain)	\$	\$	\$
Other (please explain)	\$	\$	\$
<b>Total Cost</b>	\$	\$	\$

*\*Note: If more detailed project specifications and estimates are available, please attach them.*

*\*Also note: No local funds are required for a SRTS award. However, given the limited funding available in this program, additional local funding is encouraged.*

## **Section B**

### **Infrastructure Projects**

#### **SRTS Eligible Activities**

**SRTS infrastructure funding can be used for new or improved pedestrian and bicycle routes, crosswalks, pathways, walkways or trails on publicly-owned property or easements within two miles of either an elementary or middle school (Kindergarten through 8<sup>th</sup> grade) that improves safety for children walking or bicycling to school.**

**What type of infrastructure activity best describes your project? Check all that apply.** In order to qualify for SRTS funds, your project must fall into one of the categories listed below. If you have questions as to whether or not your project is eligible, please contact SRTS Coordinator at 1-877-935-SAFE (7233).

- ☐ **Sidewalks**
- ☐ **Pathway**
- ☐ **Crosswalks**
- ☐ **Other, please specify** \_\_\_\_\_

#### **How CTEP relates to SRTS:**

Montana's SRTS Program is designed to encourage communities to prioritize their CTEP allocations for bicycle and pedestrian facilities close to schools. Ideally, both programs will supplement each other with the majority of funding for infrastructure coming from locally prioritized CTEP allocations; with SRTS funding the education, enforcement, and encouragement components of the program.

#### **CTEP - What is it?**

The Community Transportation Enhancement Program (CTEP) is a Montana program that funds transportation-related projects designed to strengthen the cultural, aesthetic, and environmental aspects of Montana's multimodal transportation system. CTEP allows for the implementation of a variety of non-traditional projects.

**For additional CTEP Program Information contact: Mike Wherley 444-4221**

#### **CTEP Pedestrian and Bicycle Eligible Facilities:**

This category includes public pedestrian and bicycle routes, pathways, walkways, etc. It includes construction of new, or replacement of old, sidewalks on publicly-owned property or easements. Facilities may be used for bicycles and/or pedestrians. These facilities should be primarily for general transportation from one point to another and not for recreational purposes. Other eligible uses of this category include bicycle racks, benches for pedestrian or bicyclist use, and other bicyclist or pedestrian-related amenities.

**This application can be used to apply for both SRTS and CTEP funds. Is this application being submitted for:**

- ☐ **SRTS Funds**      ☐ **Both**

**\* Note that if this application is intended for both funding categories it must meet the requirements of BOTH funding sources. If this project is not eligible for SRTS funding, but you would still like to apply for CTEP funding, please use the CTEP application that can be found at [www.mdt.mt.gov/publications/forms/CTEP-forms](http://www.mdt.mt.gov/publications/forms/CTEP-forms). Projects requesting CTEP funding MUST be submitted through the local government CTEP Coordinator.**

**If this project application does not receive SRTS funding, does the project still have adequate CTEP and local matching funds to proceed with the project?**

☐ **Yes**    ☐ **No**

**I. Project Scope**

**Clearly describe project scope including the goals and objectives of the project.** When describing the construction activities of your project you **must** be as precise and all encompassing as possible about the project. You must include the following in your description:

- Fully describe the type of work to be undertaken (provide a detailed description of the project)
- Surface area involved in project (length/width of bicycle/pedestrian facility, etc.)
- Items to be constructed in the project
- Types of materials to be used (asphalt, concrete, etc.)
- Utility relocation
- Any other details pertinent to the project.

**Attach separate sheet of paper if necessary.**

## II. Requirements

**Applicants must provide information regarding the following requirements to be eligible for SRTS infrastructure projects – Application must include documentation of the following with the SRTS application:**

- 1. Provide a budget and timeline for the project.**
  - a. Please provide an overall project budget including design and construction costs of your proposed Safe Routes to School project (Complete Infrastructure budget at the end of Section B, page 15). Minimum budget is \$10,000.
  - b. Include a proposed timeline for the project. SRTS Funds must be spent within 2 years of award. Timeline must demonstrate how the project funds will be spent within two years of project initiation. Exceptions may be considered. **(Attachment 1B)**
  - c. If the proposed project has funding sources from other agencies or grant providers, identify the funding sources and how the funds will complement the SRTS funds in additional infrastructure improvements.
  - d. Submit documentation that other funding sources have been secured if they are considered in the overall project cost.
- 2. All SRTS infrastructure improvements must take place within two miles of a primary or middle school(s) serving kindergarten through 8<sup>th</sup> grade.**
  - a. Please provide an assessment **(Attachment 2B)** demonstrating the need for the project and examples of infrastructure issues being addressed. Please include a map showing the location of the proposed infrastructure improvements in relation to the school. **Note:** If an assessment or plan addressing the 5 E's of SRTS has not been completed; applicants are encouraged to apply for it in Section A.
- 3. A local government or school district must commit to long-term maintenance of the facility.**
  - a. Please include a letter(s) of intention from the governing body committing to maintenance of the facility **(Attachment 3B)**.
  - b. Will this letter of intention come from the:  
☐ School District  
☐ Local Government
- 4. Project must be constructed on publicly-owned property or easement and allow for public access at all times.**
  - a. Please provide a general map and sketch plan showing the location of all proposed improvements and their proximity to the school and school routes. **(Attachment 4B)**. A sketch design plan should show the general location of the project in your community, such as a map of the city or county showing the location of the project. On another attachment **(Attachment 5B)**, sketch out the items that are part of the whole project you want to be funded with SRTS funds. These are not expected to be detailed construction plans and will not be considered as such—however, the more detail you provide; the easier it will be to move your project forward.
  - b. Include a letter from your local authority stating that the property is on publicly-owned property. **(Attachment 6B)**
- 5. Information on the specific school(s) targeted by the project needs to be submitted.** Include the geographic area from which the school derives students and its enrollment.

6. **Please provide a list of partners on your SRTS project team. (Attachment 7B)**  
Project must identify a project manager. Provide information about the roles assumed by the teachers, parents, students, health officials, law enforcement officers, and other local agencies or community groups. How will these people participate in this SRTS project?
7. **Describe the public involvement efforts for this project including specific efforts taken to reach disabled and disadvantaged individuals.** Please provide evidence of the public participation process used. You must demonstrate the manner in which you made a “good-faith” effort to involve groups in the SRTS project process. Attach supporting documentation of “good-faith” efforts such as notices of meetings, letters to parents, informational posters, and personal contacts with groups or individuals, etc. Identify what special steps that are being taken to specifically reach disadvantaged population groups. **(Attachment 8B).**
8. **ADA compliance** – Is the project in compliance with the Americans with Disability Act (ADA) in that it accommodates those with disabilities and does not exclude them from its benefits? Please describe. See ADA guidelines in application packet.
9. **Describe how you plan to maintain the proposed infrastructure project?** What is your long-term maintenance and operations plan? How do you plan to keep future students and parents in the school(s) and community using the facility? How will ongoing costs be accommodated in the future?

### III. Project Information

**Please answer the following questions, attach a separate sheet if necessary. Responses to the following will be used to evaluate the proposed project.**

1. Is the project identified in a community-developed school walkability assessment or local bicycle/pedestrian plan? Please explain.

2. Is there other support for implementing the school walkability or local bicycle/pedestrian plan including: in-kind contributions, a locally prioritized bicycle/pedestrian CTEP project, bicycle/pedestrian projects funded with other Federal-aid highway funds, locally-funded components of overall bicycle/pedestrian plan, right-of-way or easement donations, etc?

3. Does the project close a gap in a bicycle/pedestrian sidewalk or trail system that serves K-8 schools?

4. How is the community committed to **educate** and **enforce** safety for children walking or bicycling to school? What programs are in place? How does this project fit into that commitment? **Note:** You are encouraged to implement a behavior plan or program

5. How is the community committed to **encouraging** children to safely walk or bicycle to school? What programs are in place? How does this project fit into that commitment?

6. How does this project enhance the local government's commitment to safe bicycle and pedestrian facilities serving K-8 schools?

7. Does the project address a documented bicycle/pedestrian safety issue?

8. How many students are expected to use this facility on a daily basis during the school year?

9. Can the project be completed for less than \$50,000? While a firm ceiling on a project's cost may not be possible at the time of the application, this type of consideration is needed given the modest amount of funding available in this program.

10. Describe the risks facing students who walk or bicycle to school in your area.
- Cite any other concerns using accident data, demographics, community and school surveys or audits, traffic volumes, and other environmental factors, as appropriate.
  - Include a description of the affected student population (i.e. socio-economic status, transportation options, urban/rural/suburban) and a brief history of the neighborhood traffic issues that might provide some context and background for the project.

#### IV. Additional Project Information

**1. Please provide the following information for each school affected by the proposed improvement:**

	YES	NO
Does your project involve improvement to an existing walking route?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does your project involve improvement to an existing bicycling route?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does your project involve the creation of a new walking route?.....	<input type="checkbox"/>	<input type="checkbox"/>
Does your project involve the creation of a new bicycling route?.....	<input type="checkbox"/>	<input type="checkbox"/>

**2. Check the categories that most closely reflect the primary need(s) your project is targeting:**

- ☐ Increasing connectivity
- ☐ Separating children from motor vehicles
- ☐ Improving children's ability to cross streets
- ☐ Improving pedestrian pathways
- ☐ Improving bicycle pathways
- ☐ Improving visibility of motorists and children (by restricting obstacles, improving sight-lines, etc.).
- ☐ Improving slow or safe driving by motorists
- ☐ Other (please describe): \_\_\_\_\_



**3. Will right-of-way need to be acquired for this project?** All properties on which a SRTS-funded project will lie must be in public ownership or under a long-term/permanent public easement.

Check the appropriate box      ☐ Yes   ☐ No   ☐ Unknown

**If yes, how will you acquire it?**

**4. Describe any potential social, economic, or environmental effects you are aware of (both positive and negative) which may result from this project.**

The purpose of this section is to prompt discussion about the impacts this project will have on your community. Your description in this proposal is not intended to satisfy the related federal reporting requirements. Negative impacts can be very expensive or nearly impossible to mitigate. You should consider the impacts on such things as wetlands, parklands, wildlife, threatened or endangered species, water quality, air quality, historical or archaeological sites, hazardous waste sites, etc.

**5. Is the Department of Transportation or local government developing another project in the vicinity? If so, have you coordinated with the appropriate agency for consideration and incorporation with their project?**

Incorporating your SRTS project with a planned highway project may have some advantages such as reduced design, materials, and construction costs. A disadvantage might be that the planned highway project may not be ready for construction for several years. The decision on whether or not to include a SRTS project with a highway project will be at the sole discretion of the MDT Engineering Division.

Check the appropriate box      ☐ Yes   ☐ No

**6. Who do you plan to have conduct each of the following activities?** Check the appropriate boxes.

	School District	Local Government Personnel	Contractor	Consultant	Private Party (Donated)	Not Applicable
Preliminary Engineering						
R/W or Easement Acquisition						
Utility Relocation						
Contract Letting						
Construction						
Construction Engineering						

**Please Note:** 1) MDT will not maintain your project. The local government is responsible to ensure that the project is maintained in a safe and serviceable condition. However, the city, county or school district may enter into an agreement with another entity to maintain the project.

2) SRTS funds are not available for ongoing maintenance activities such as snow removal, turf mowing, weed control, fertilizing, etc

## V. Infrastructure Budget

The budget is intended to show that the cost of the project is covered. Show the total estimated project costs. If there is no cost in a particular account, indicate a zero amount. If unknown, indicate as "unknown". Minimum project cost is \$10,000.

Project Phase	Total Project Cost	SRTS Funds 100%	CTEP Federal Funds 86.58%	CTEP Local Match 13.42%**	Additional Funds (please identify funding source)
Preliminary Engineering	\$	\$	\$	\$	\$
Utility Relocation	\$	\$	\$	\$	\$
Right-of-way	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$
Construction Engineering	\$	\$	\$	\$	\$
Other (please explain)	\$	\$	\$	\$	\$
<b>Total Cost</b>	\$	\$	\$	\$	\$

**\* Note: If more detailed project specifications and estimates are available, please attach them.**

**\*\* While CTEP projects require a match, SRTS projects do not. Fill out the columns concerning CTEP only if you are applying for additional funding through CTEP.**

Additional Funding sources and amount:

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**If additional funding is included in the project's overall costs, please provide a source document as assurance that total project costs have been secured/committed.**

## Section C

### Signatures

#### I. Reimbursement

The Safe Routes to School (SRTS) Program is a reimbursable grant program, meaning that recipients of the funds will front the cost of the project and will be reimbursed during the course of the project. All costs submitted for reimbursement are subject to eligibility requirements. Any costs incurred before a project's authorization in writing are not eligible for reimbursement.

Funding for the (SRTS) Program is flexible to encourage innovative solutions; however, applicants are advised that certain projects are ineligible. Ineligible projects include:

- Projects that do not specifically serve the stated purposes of the SRTS Program.
- Recurring costs such as crossing guard salaries, unless there are plans in place for alternative sources of funding to perpetuate the program in the future.
- Projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve the safety of walking and bicycling for students.
- Education programs that are primarily focused on bus safety.
- Improvements to bus stops.

#### II. Certifications and Assurances

##### **We, the undersigned:**

- submit this project to the Montana Department of Transportation for approval of the project concept.
- assure MDT that the local government(s) or school district will maintain (or cause to be maintained) this project in a safe and serviceable condition, and that the MDT will not be responsible for maintenance of this project.
- assure that all minority groups, as well as the general public within the appropriate jurisdiction, have been provided adequate opportunity to participate in the process of identifying and selecting this project for SRTS funding.
- understand the project costs in this proposal are preliminary estimates only and that actual final costs may be more than or less than those reflected herein. If any there is variance from the proposed cost, we are prepared to accommodate any additional SRTS requirements.
- understand the SRTS Program is not a grant program.
- understand SRTS payments will be reimbursed by MDT on a work-progress basis; i.e. no payments will be made for any work until it has been completed and proper documentation submitted to MDT.
- understand because this is a federal-aid project, it must conform to all federal and state laws and regulations pertaining to procedures for design, the National Environmental Policy Act (NEPA), Americans with Disabilities Act (ADA), rights-of-way, contract letting, and construction standards, including the proper and applicable payment of federal-aid prevailing wage rates, Disadvantaged Business Enterprise (DBE) regulations and Equal Employment Opportunity (EEO) contract compliance. We understand failure to meet these requirements may, by law or policy, render this project ineligible for SRTS funding.
- SRTS is a Federal-aid program. The entire SRTS project must meet Federal requirements regardless of funding source.
- understand the information contained herein indicates the general concepts of the project and does not constitute in any way a final plan for the project implementation.
- understand there will be written agreements between MDT and the sponsor to complete certain activities and the sponsor may not proceed with any activity to be funded with SRTS funds prior to written MDT approval.
- understand the sponsor is responsible for completing all phases of project development and implementation (except in some cases where SRTS projects may be included with a planned MDT highway project).

## II. Required Signatures:

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Project Sponsor/Title	Date
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Project Manager/Title	Date
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Local Government/ CTEP Administrator (if applicable)	Date
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Name and title	City/County	Name and title	City/County
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Name and title	City/County	Name and title	City/County
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Name and title	City/County	Name and title	City/County
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Please make sure you've included the following in your application:

- ☐ A timeline for the project. Include schedule for submitting progress reports on the project. (Attachment(s) 1A and/or 1B)
- ☐ An assessment demonstrating the need for the project. Include tallies from surveys completed by students and parents.
- ☐ A list of members on your SRTS project team. Please include their roles in the local school, school system and/or community, as well as contact information. (Attachment 3A or 7B)
- ☐ Letters of intention of support and/or to maintain facilities from a governing body. (Attachment 6A or 3B)
- ☐ Evidence of the public participation process used (flyers, letters, etc). (Attachment 4A or 8B)
- ☐ A general map showing the location of all proposed improvements and their proximity to the school and school routes. (Attachment 5B)
- ☐ Completed application narrative from section A or B
- ☐ A map of school area and/or pictures of school or safety issues being addressed. (Attachment 2A) (Photographs supplementing attachment 4B are highly recommended)

**Send your application to:**

Montana Safe Routes to School Coordinator

c/o MDT Rail, Transit & Planning Division

2550 Prospect Ave.

PO Box 201001

Helena, MT 59620-1001

For additional information call toll free 1-877-935-SAFE (7233).

Additional resources: go to [www.mdt.mt.gov/pub/involve/saferoutes](http://www.mdt.mt.gov/pub/involve/saferoutes)

**Application Deadline: December 31, 2006**

**The Department of Transportation attempts to provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program or activity of the department. Alternative accessible formats of this document will be provided upon request. For further information call (406) 444-9209 or TTY (406) 444-7696.**